



VICTIM'S ADVOCATE

Job Code: 5211

EEO Class Code: Professional

Union Status: Unclassified

FLSA Code: Exempt

Salary Grade: o014

NATURE OF WORK

This is responsible, specialized work investigating and tracking victims of violent crimes: i.e., domestic violence, sexual battery, child abuse, etc. in the City of Miami Beach; coordinating prosecution efforts; providing services to victims and families; and providing initial crisis intervention and referrals to an existing counseling program or agency, as circumstances dictate. Work involves the performance of a variety of non-hazardous/non-enforcement field work and office duties. An employee in this classification will work under the direction of Police Department administrators; however, considerable latitude will be afforded since the employee in this position will be the department's expert in this field. Assignments are received and work methods prescribed in the form of general outlines subject to review for compliance with departmental standards and objectives.

ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES

- Responds to victim referrals for the purpose of providing and/or coordinating the provision of crisis intervention, emotional support, short term counseling, financial assistance, food and shelter, and related assistance as indicated
- Interviews and counsels with victims concerning physical well-being, emotional stability, and victim rights available under state law
- Provides immediate short term crisis intervention, trauma resolution, risk assessments, and safety planning services
- Contacts victims to extend services and provide referral to the appropriate community resource and social service agencies, according to victim's needs
- Assists the victim in coordinating needs such as follow up counseling, shelter, social service referrals, and locating support groups
- Assists the victim, as needed, in filing for applicable compensation, impact statements, property retrieval, employer communications, funeral coordination, transportation, and related immediate needs
- Provides assistance to victims who are involved in court proceedings; e.g., completion of restitution requests, orientation to procedures, transportation, and emotional support
- Networks with social service providers and community leaders for the purpose of maintaining current referral resources
- Provides information and referrals to outside community, social service, and related resources
- Prepares various weekly/monthly/quarterly/annual reports concerning activities performed, i.e., progress/status reports
- Maintains statistical data on Domestic Violence within the City of Miami Beach
- Oversees administration of Victims Help Center
- Provides in-service training to law enforcement personnel in victim services, and designs workshops and community forums for public education and social service agencies, to increase awareness of ways to prevent domestic violence
- Prepares, or assists in the preparation of grant proposals, reports, and recommendations for the Domestic Violence Unit and the Victims Help Center
- Manages and oversees disbursement of grant funds within the Domestic Violence Unit and the Victims Help Center
- Provides weekly Group Therapy sessions
- Provides required annual domestic violence recertification training
- Responds with officers to calls related to domestic violence to assist in coordinating services for victim
- Assists detectives and police officers in the investigation of the offense

- Provides assistance to tourists who have been victimized and are in immediate need of assistance of various types
- Educates victims and witnesses about the judicial process
- Performs related work as required

KNOWLEDGE, SKILLS AND ABILITIES

- Considerable knowledge of sources and processes for the attainment of Federal, State, Local, Foundation, and other private sector funds
- Knowledge of the principles of general management and public and business administration and their application to governmental administration
- Knowledge of Federal, State, and City laws, rules, and regulations relating to financial records of departments or agencies funded by grants
- Knowledge of basic accounting principles, practices, and procedures and their application to grants management systems
- Knowledge of research techniques and the sources and availability of current information applicable to the area of assignment
- Ability to understand and carry out oral and written instructions from various supervisors
- Ability to cope with situations firmly, courteously, and tactfully.
- Ability to develop analytical capabilities in order to analyze situations quickly and objectively and to determine proper course of action
- Ability to adjust to changes in assignments without an undesirable effect on initiative, motivation, or productivity
- Ability to express oneself clearly and effectively, verbally and in writing
- Ability to operate a motor vehicle
- Ability to establish and maintain effective working relationships with other employees, the public, and representatives of other agencies

MINIMUM REQUIREMENTS

- Bachelor's degree in Psychology, Social Work, or a related field
- One (1) year experience working in the field of domestic violence, victim/witness counseling, and advocate services, or HRS (children and family services)
- Familiarity with related criminal and civil law and the criminal justice system.
- Skill in word processing, case management, statistical data maintenance, communications, and interviewing
- Ability to work some nights, weekends, and holidays
- Victims Practitioner certification
- Experience can substitute for education on a year-for-year-basis
- **DESIRE:**
 - Community resources knowledge
 - Crisis counseling skill
 - Ability to speak English/Spanish

PHYSICAL REQUIREMENTS

- Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact
- Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to, word processor, calculator, copier, and fax machine
- No significant standing, walking, moving, climbing, carrying, bending, and kneeling
- Some crawling, reaching, handling, sitting, standing, pushing, and pulling

SUPERVISION RECEIVED

- General direction and specific assignments are received from an administrative superior
- Work is performed with little supervision with considerable latitude for the exercise of independent initiative and judgment
- Work is reviewed through reports of activities, consultations, and direct observation

SUPERVISION EXERCISED

- May direct the work of clerical and technical assistants